

Travel Officer

Post Number: AF RESFIN 0220

Application Closing Date: 03 November 2012

International Security Assistance Force (ISAF)

Location: Kabul, Afghanistan

Post - International Civilian Consultant (ICC) Grade - IIA

** Only nationals of [NATO member countries and ISAF Troop Contributing Nations](#) are eligible to apply for this post **

Post Description:

The Travel Officer of ISAF HQ works under the direction of the HQ ISAF FINANCIAL CONTROLLER (FINCON) and is co-located with the HQ ISAF Financial section; it is the focal point for commercial air travel arrangements for ISAF HQ NATO military and civilian personnel travelling on official NATO duty (TDY).

Principle Duties:

Responsible to the ISAF Theatre Financial Controller for all duties and responsibilities including, but not limited to:

Make travel arrangements within the framework of ACO Directive 60-50, HQ ISAF SOP 809 and ISAF Civilian Personnel Policy and Regulations.

Plan and manage flight reservations, coordinating and combining NATO Airbridge flights with commercial flights, ensuring that value for money/cost effective official duty journeys are secured. Secure financial approval by the ISAF HQ FINCON (CJ8)/BUDFIN for all official NATO duty (TDY) journeys.

Work with commercial travel agencies/airline purchasing offices to purchase commercial airline tickets for duty travel.

Accomplish all tasks for the approval of planned flights i.c.c.w. ISAF HQ FINCON (CJ8)/ ISAF Theatre Finance and Accounting Officer including the completeness of all necessary paperwork. After achieving invoices from civilian agencies check formally on correctness and manage the payment through ISAF HQ FINCON (CJ8)/ISAF Theatre Finance and Accounting Officer to ensure adequate records are maintained for audit purposes.

Support all NATO military and civilian personnel on how to complete the claim for reimbursement of travel expenses once they have returned from TDY.

Receive the claim for reimbursement of travel expense from NATO military and civilian personnel on completion of TDY, ensure that all receipts and pre-approved TDY paperwork, including pre-approved itineraries are attached, the claim forms are formally correct and forward them to ISAF HQ FINCON (CJ8)/ISAF Theatre Finance and Accounting Officer .

Process Afghan Visa Exemption Certificates in coordination with the ISAF HQ Legal Advisor (LEGAD) office.

Assist in developing / updating the Standard Operating Procedure regarding all official NATO duty (TDY) journeys.

Essential Qualifications:

Professional/Experience:

3-4 years of experience in administrative/financial field, preferably in relation to the Travel industry.

Education/Training:

Higher secondary education, with emphasis on business administration, finance, tourism or related field

Language: English: Good to Very Good.

Standard Automated Data Processing (ADP) Applications: ADVANCED knowledge.

Desirable Qualifications:

Professional/Experience:

Previous professional experience in a NATO environment, international or national/public organisation

Education/Training:

Vocational training in the Travel industry.

Personal Attributes:

Highly motivated with excellent interpersonal and communication skills
Ability to grasp complex concepts and take logical analytical approach to solving problems
Ability to express oneself clearly orally and in writing
Well-organized, reliable and methodical
Able to work independently as well as a part of the team
Excellent customer service relations

Professional Contacts:

Civilian and military staff up to the highest level in regards to airline ticketing
ISAF HQ FINCON /ISAF Theatre FINANCIAL CONTROLLER, ISAF Finance and Accounting Officer and Disbursing Office. ISAF HQ LEGAD
ISAF THEATRE Civilian Human Resources Management Office
Local/International Travel Agencies

Contribution to Objectives

The incumbent provides the highest level of customer service and support to all ISAF civilian and military staff

Work Environment:

Fast paced, multinational, multicultural environment
Living conditions in Kabul are rudimentary and lodging is arranged on a military compound
Travel to Kabul City, KAIA and inside Afghanistan, as required

We only accept ISAF Application Forms and they should be sent to vacancies@hq.isaf.nato.int

Additional Remarks:

Only applications from candidates meeting essential requirements will be taken into consideration. The successful applicant is required to be proactive in fulfilling the pre-employment conditions. This includes medical examinations and security clearance certificate. Applicant must be able to obtain or to be issued a NATO-recognized national Secret Security Clearance certificate. An initial 12 month contract will be offered and contract extensions may be possible. Because of the dynamic environment, ISAF posts are under regular review and therefore post details and

responsibilities, including contract duration and contractual grade may change during the contractual period.

Benefit Package:

Monthly salary of €5,354.00 (Tax free in the host country).

Daily Allowance of €78.90 while working in Afghanistan.

Installation allowance equal to one-month salary (50% to be reimbursed if not completing two consecutive years of service).

Free accommodation.

Meals of good quality available to purchase.

Laundry service at nominal charge.

Two days of annual leave per month.

Start of Tour & End of Tour paid transportation.

7 days "Leave from Theatre" plus reimbursement of ticket - up to €1.000 for every 6 months spent in the theatre.

Medical Insurance, small fee charged.

24/7 Death and Disability coverage.

If interested, please apply in accordance with the General Information for applicants provided through the following link:

http://www.isaf.nato.int/images/stories/File/General_Information_ApplicantsCH1.pdf